

State of Maine Procurement Card Cardholder Agreement

Congratulations! You now have the privilege of having a State of Maine Procurement Card (PCard). Your participation in the Procurement Card Program is a convenience that carries responsibilities along with it. Although this card is issued in your name, it is State property and must be used with good judgment. **By signing this agreement, you acknowledge that you understand and will comply with the State of Maine Procurement Card policy and procedures; including guidelines, as listed below.**

I, as an authorized and approved cardholder, fully understand and agree to the following terms and conditions regarding the use and safekeeping of the PCard entrusted to me:

1. I accept full personal responsibility for the safekeeping of the PCard assigned to me, and that absolutely no one, other than me is permitted to use the PCard assigned to me unless I have filled out the Cardholder Delegation Form.
2. I will be making financial commitments on behalf of the State of Maine and will obtain fair and reasonable prices.
3. I have completed the online web-based training (WBT) and agree to follow all policy and procedures established for use of the PCard.
4. I will not use the PCard for non State of Maine related business, unauthorized purchases, or for personal purchases.
5. I will immediately report the theft or loss of my PCard to US Bank by phone at 1-800-344-5696 AND my State of Maine Agency Procurement Card Coordinator.
6. I understand that the use of the PCard does not exempt me from purchasing requirements as set forth in State of Maine policy and procedures and the PCard guidelines.
7. I understand that I cannot use the PCard as a financial reference to obtain personal credit cards or loans.
8. I understand that I am personally responsible for obtaining ALL original detailed receipts (purchase and credit documents) and submitting them in accordance with State of Maine PCard procedures.
9. I understand that any purchases made by me will be recorded and reviewed in management reports, to insure compliance with Purchasing and PCard guidelines.
10. I understand that failure to follow any of the above listed terms and conditions or misuse of the PCard in any manner may result in:
 - Revocation of the privilege to use the PCard;
 - Disciplinary action; and/or
 - Termination of employment, and/or criminal charges being filed with the appropriate authority.
11. I agree to surrender the PCard immediately upon request or upon termination of employment for any reason.

I hereby accept the above terms and conditions and acknowledge receipt of the PCard.

Employee Name Printed / Employee Signature

Date Signed

Employee Email Address: _____